HEDDS Worksheet in a Nutshell:
A Quick Reference

NBII - WILDLIFE DISEASE INFORMATION NODE

HIGHLY PATHOGENIC AVIAN INFLUENZA EARLY DECTION DATA SYSTEM (HEDDS)

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HEDDS Worksheet in a Nutshell: A Quick Reference

This is the bare bones of what you need to know to complete the Excel Worksheet. Detailed instructions, which include screenshots and examples, are provided in the full HEDDS Excel Worksheet Reference Manual, http://wildlifedisease.nbii.gov/ai/documents.jsp.

Accessing and Saving the HEDDS Excel Worksheet

- Go to website http://wildlifedisease.nbii.gov/ai/ .
- Click on "Excel Worksheet"
- Download and open document
- SAVE IT to your computer. **You risk losing your data if you do not save the document first.**
- Start entering data <u>after</u> you have SAVED it.

Notification of Incorrect Selections

An arrow bullet (►) has been used to designate hierarchical headings for some of the long drop-down lists to make selection of a value easier. The arrow bullets (►) within these lists indicate a heading. These can NOT be selected. If you try, you'll get a visual warning of a mis-selection as illustrated below. The textbox will turn red and the font yellow with a strikethrough text.

~~This text formatting indicates an incorrect selection~~

The following fields use the arrow bulleted (►) headings in their drop-down lists:

- County
- Funding Agency
- Data Collection Agency
- Submitting Agency Name

Select the Correct Worksheet Tab for Data Entry

- There are three worksheet tabs in this Excel Worksheet. The first contains information regarding updates, help, and reference resources for the worksheet. Second and third are designed for entering Animal-Sample Data and Hunter-Killed data, respectively.
- Select the worksheet tab that matches what kind of information you are entering according to the following criteria:.

Worksheet Tab	Surveillance Strategy
Animal-Sample Data Entry	- Surveillance in Live Birds - Sentinel Species
Hunter-Killed Data Entry	Surveillance in Hunter-killed Birds

** If you are collecting samples for a disease investigation for the National Wildlife Health Center (NWHC), do not use this worksheet. Contact Dr. Krysten Schuler, 608-270-2447, kschuler@usgs.gov, a member of the NWHC Field Investigation Team.

ANIMAL SAMPLE DATA ENTRY WORKSHEET TAB - FIELD DESCRIPTIONS

Group Identifier - Enter Names/Codes that refer to a group of samples(e.g., Dave's Project).

- Apply this name across multiple data sheet/sample submissions to retrieve samples as a group from HEDDS' Browse function online.

Bird ID Type - Select the type of identification used to uniquely distinguish the animal that was sampled.

- If "Other" ID type is selected describe in the "Comments" field located at the end of the worksheet.

Bird ID/Band Number – Type in the unique value used to identify the animal that was sampled (e.g., band number, agency ID number).

- Value must match type entered in the "Bird ID/ Band Number" field, e.g. if you entered "Toe Tag" for the "Bird ID/ Band Number" field, then the number entered should be formatted as a toe tag number.
- Be sure to include any dashes or spaces in the number (if any of these are missing, the field will be improperly formatted and will prove difficult to search for).

Case/Sample Number - Enter the unique number your agency assigns to the sample. This is the number your agency will use to track your samples.

- Be sure to include any dashes or spaces in the number (if any of these are missing, the field will be improperly formatted and will prove difficult to search for).

Species - Select the species from the drop down list.

- This is a locked field. You will NOT be able to type in other species names.
- If a species does not appear on the list, do one of the following:

1. From the drop down menu, select "ZZZZ: NOT ON LIST" and enter the species name in the "Comments" field. (last column on the worksheet). **The new species name will later be incorporated into the species master list. This master list will grow as needed to accommodate names currently not included.**

2. From the drop down menu, select one of the unidentified species options (e.g. UGOL: Unidentified Goldeneye). The options for "unidentified" species may expand to accommodate those currently not included. **If an unidentified genus is not in the list, select "ZZZ: NOT ON LIST" and enter "Unidentified" and the genus name in the "Comments" field at the end of the worksheet. The new genus will be added later to the species master list.**

Sex - Select the sex of the animal sampled from the drop down menu.

Age - Select the age class of the animal sampled from the drop down list.

Place Name - Type in the place name where the sampling effort occurred.

- WDIN is asking for help to standardize this list of "Place Names". Use the link to the USGS GNIS (Geographic Names Information System), http://geonames.usgs.gov/pls/gnispublic and search GNIS for an accepted standardized place names. **Standardized names will be important when you want to retrieve a subset of samples by place name.**
- If your place name does not exist in GNIS, enter the name as you choose. This is a free text field. Highly descriptive names are accepted. We will still use it in HEDDS, but we will manually standardize it for you.
- An example: The highly descriptive name "10 miles from Troutman Lake" would be standardized to just "Troutman Lake". The original name will be retained in the records, but the new standardized name would be used for summary reports and maps.

Latitude/ Longitude Coordinates

- Latitude (Decimal Degrees WGS84) - Enter the geographic coordinate formatted in Decimal Degrees (e.g. 40.2393) using WGS84 as the Coordinate Datum.

- Longitude (Decimal Degrees WGS84) - Enter the geographic coordinate formatted in Decimal Degrees (e.g. -152.3029) using WGS84 as the Coordinate Datum. <u>Be sure to use a minus sign (-) to denote the Western Hemisphere</u>.

    o HEDDS does not require coordinates to reflect the exact location where each bird was netted. If your agency requires the exact location for each bird sampled, you may enter the exact values.
    o Inform your field crews to correctly set their GPS units to record and display coordinates in decimal degrees.
    o If the coordinates were not taken in the correct format, convert them. For conversion directions see Attachment 3, *How to Convert Geographic Coordinates*, (also found at http://wildlifedisease.nbii.gov/ai/documents.jsp, under the subtitle "Help"), or visit http://wildlifedisease.nbii.gov/ai/conversions.xls to download an Excel Conversions worksheet that will assist you in making conversions.
    o Do **NOT** try to convert coordinates if you are not familiar with coordinate conversions. Instead, enter your coordinates as they are. They will be converted for you later.

- **Please use the correct format.**

- Examples of **incorrect** entries:

Degrees, Minutes, Seconds:	30° 15' 25"
Degrees Decimal Minutes:	30° 15.3275
UTM:	304508E, 4771726N, Zone 1

- Example of **correct** coordinate format

Decimal Degrees (Latitude, Longitude):	30.25694444, -165.3267

State - Select your state from the drop down list.

County - Select your county/borough/parish from the drop down list.

Date Collected - Enter the date the sample was collected.

- Use the format **YYYY-MM-DD**.

Sample Type - Select the type of sample collected from the bird from the drop down list.

- This is a locked field. You will NOT be able to type in other sample types.

Funding Agency - Select the name of the agency that funded the sampling effort from the drop down list.

Data Collection Agency - Select from the drop down menu the name of the agency for which the field personnel are collecting the data.

Submitting Agency Name - Select from the drop down list the name of the agency that packaged and shipped the samples.

Submitter Name - Select from the drop down list the name of the person submitting the collection data to HEDDS (e.g., John Smith).

Diagnostic Lab - Select from the drop down list the laboratory to which the sample was sent.

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Sample Strategy - Select the sample strategy from the drop down list.

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Comments – Enter any additional information useful for clarifying a record

- Information for both HEDDS and the collecting agency can share this field.
- This field can be used to add information that could not be entered into the locked fields, (e.g., ID Type, Sample Type and Species Type).
- Examples of collecting agencies comments:
  - Collection container dropped.
  - Contaminated with another sample.
  - Vials used less than 24 hours since thawed.
  - Samples arrived in box with no dry ice left; Sample vial had thawed. Placed in -81 freezer at 4:35 pm on 7/27/06.

HUNTER KILLED SAMPLE DATA ENTRY WORKSHEET TAB – FIELD DESCRIPTIONS

For description of fields shared with the Animal Sample Data worksheet tab, return to the Animal Sample Data worksheet tab section.

Requested Fields Not Required by HEDDS

- Some organizations are gathering addition information for their internal use. Check with your collecting agencies to determine if   they want this data.

  - o Carcass Condition
  - o Carcass Age
  - o Daily Temperature
  - o Preservation

ALPHABETICAL LIST OF FIELD AND MENU TERMS WITH DESCRIPTIONS

This is an alphabetized list of the fields and their corresponding drop down menus found in the HEDDS Excel Worksheet. It is to be used as a quick reference for definitions.

Age - The age of the animal that was sampled

After Hatch Year	A bird that is in at least the second calendar year of its life.
After Second Year	A bird that hatched out at least two years prior to the current one. **Use only if the bird can be accurately aged using secondary characteristics.**
Hatch year	The bird sampled hatched within the same year. It is in the first calendar year of its life and is able to fly.
Hatch year-Local	The bird sampled hatched within the same year. It has left its nest, but unable to fly.
Hatch year-Nestling	The bird sampled hatched within the same year. It is still in its nest and unable to fly.
Not Provided	The age of the bird was not given.
Second year	The bird sampled is in its second year, in the year after its hatch year. **Use only if the bird can be accurately aged using secondary characteristics**.
Undetermined	The age of the bird could not be determined.

Bird ID Type - The type of identification used to uniquely distinguish the animal that was sampled

Agency ID	A unique alpha and/or numeric identification assigned by the agency collecting the samples (e.g., barcodes).
Band	An identification band with a unique alpha and/or numeric label often found on a bird's leg.
Hunter ID	A unique license number assigned to the hunter.
Not Provided	Type of identification was not given or the bird had no unique identifier, or no bands were placed on the bird.
Other	Another type of identification not found in the drop down menu (e.g., tattoo, microchip). Please describe this "Other" ID type in the "Comments" field located in the last column of the worksheet.
Toe tag	An identification tag with a unique alpha and/or numeric label found on a bird's toe.
Wing tag	An identification tag with a unique alpha and/or numeric label found on a bird's wing

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Bird ID/Band Number – The unique value used to identify the animal that was sampled (e.g., band number, agency ID number).

Carcass Age (Days, Hours) - This is not a required HEDDS field. Some organizations are gathering this information for their internal use. Check with your collecting agencies to determine if they want this data.

Carcass Condition - This is not a required HEDDS field. Some organizations are gathering this information for their internal use. Check with your collecting agencies to determine if they want this data.

Comments - This field contains comments that clarify information in the spreadsheet and/or information specific to a collecting agency.

County - The county/borough/parish where the sampling effort occurred

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Daily Temperature - This is not a required HEDDS field. Some organizations are gathering this information for their internal use. Check with your collecting agencies to determine if they want this data.

Data Collection Agency - The name of the agency for which the field personnel are collecting data.

Date Collected - The date the sample was collected, recorded in the format YYYY-MM-DD.

Diagnostic Lab - The laboratory to which the sample was sent.

Funding Agency - The name of the agency that funded the sampling effort (e.g. USFWS United States Fish and Wildlife Service).

Group Identifier - Enter Names/Codes that refer to a group of samples (e.g., Dave's Project).

Latitude - The geographic coordinate formatted in Decimal Degrees (e.g. 40.2393) using WGS84 as the Coordinate Datum.

Longitude - The geographic coordinate formatted in Decimal Degrees (e.g., -152.3029) using WGS84 as the Coordinate Datum. <u>Be sure to use a minus sign (-) to denote the Western Hemisphere.</u>

Place Name - The name of the place where the sampling efforts occurred.

Preservation - This is not a required HEDDS field. Some organizations are gathering this information for their internal use. Check with your collecting agencies to determine if they want this data.

Sample ID/Number - The unique number assigned used to identify the sample taken from the animal or the environment. Unique values for animal samples are entered into the Bird ID/ Band Number field.

Sample Strategy - Strategies designed for collecting monitoring and surveillance data on highly pathogenic H5N1 avian influenza virus in wild birds.

Surveillance in Hunter-killed Birds	Sampling of hunter-killed birds will focus on hunted species that are most likely to be exposed to HPAI. Collections of samples from these species will occur at hunter check stations during hunting seasons in areas where these birds stage during migration or over-wintering.
Surveillance in Live Wild Birds	This strategy incorporates sampling of live-captured, apparently healthy wild birds to detect the presence of highly pathogenic H5N1 avian influenza virus.

Sample Type – The type of sample collected from either an animal or the environment.

Cloacal swab	A sample taken by swabbing the animal's cloaca.
Oral-pharyngeal Swab	A sample taken by swabbing the animal's oral cavity, particularly the oral-pharyngeal region.
Oral-pharyngeal Swab + Cloacal Swab	One sample of each type is taken as described above and both swabs are submitted together with the same sample identification number.

Sex - The sex of the animal that was sampled.

Male	The animal sampled has identifiable male physiology.
Female	The animal sampled has identifiable female physiology.
Intersex	Both sex characteristics are present.
Not provided	The sex of the animal sampled was not provided.
Undetermined	The sex of the animal sampled could not be determined.

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Species - The species name of the animal that was sampled. If the species is not on the list or cannot be identified, follow the instructions provided on page 4 of this document.

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State - The state where the sampling occurred.

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Submitter Name - The name of the person submitting the collection data to HEDDS, (e.g., John Smith).

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Submitting Agency Name - The name of the agency that packaged and shipped the samples, (e.g., USFWS).

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